

PART II	DEPARTMENT OF PERSONNEL SERVICES	4.090
	STATE OF HAWAII	4.092
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		4.096
	Minimum Qualification Specifications for the Classes:	4.098
	<u>ARCHIVIST I, II, III, IV, V</u>	

Brief Description of Duties:

Archivists deal with non-current records produced by departments, organizations and individuals recording the activities and operations of government and with other important and historical documents and material to be preserved for their valuable informational content. Archival records document official actions and serve as sources for official reference in the prosecution of affairs of government by providing a record of past actions. They are used by historians, political scientists, sociologists, and other scholars engaged in the study of various aspects of our society. Such records are also important in establishing or protecting the status or legal rights of individuals through vital statistics information.

Archivists perform the following broad functions: (a) analyzing and evaluating non-current public records to determine their continuing values in order to determine their ultimate disposition, i.e., preservation or destruction; (b) arranging and/or rearranging records in accordance with archival principles to preserve the internal relationships of the records and their relationships to other groups of records and to determine and prepare the most appropriate types of finding aids; (c) safeguarding archival materials from deterioration, disarrangement or destruction or from impairment of value through disarrangement or alteration; (d) publicizing either through publications or exhibits comprehensive and/or selective archival holdings to inform scholars and/or the general public of the materials available; and (e) providing reference services from archival materials.

Education Requirement:

Graduation from an accredited college or university with a minimum of 18 semester credit hours in one or a combination of the following: history, political science, law, or public administration.

Substitutions: Excess work experience as described below or progressively responsible administrative, professional, technical, or analytical work experience in the fields of history, political science, law, or public administration and related fields dealing with public institutions and organizations

may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had experience of the kind and quality described in the statements below in and the amounts shown in the table below:

Class Title	Specialized Experience	Supervisory Experience	Administrative Experience	Total (Years)
Archivist I	0	0	0	0
Archivist II	1/2	0	0	1/2
Archivist III	1-1/2	0	0	1-1/2
Archivist IV	2-1/2	*	0	2-1/2
Archivist V	2-1/2	1	**	3-1/2

Specialized Experience: Progressively responsible experience in one or a combination of the fields described below:

- A. Professional archival work experience dealing with non-current public records, documents, and historical records. Examples of qualifying archival work experience include, records appraisal; development of guides and finding aids for public records; planning and/or supervising documentary publication programs involving archival materials; planning the protection of records from physical damage or planning and supervising rehabilitation measures for those damages; and assessing records and planning their placement to facilitate reference services.
- B. Professional library work experience maintaining an efficient reference service dealing with the fields of history, government documents and records, political science, public administration, or law.
- C. Progressively responsible experience formulating, installing, revising, or supervising a system of governmental records management. Governmental records management is concerned with the efficient and economical development of active records to meet the current operating needs of a governmental agency or organization. Examples of duties in this field are: analyzing records to determine their current and long-term value from the standpoint of agency needs and operations; developing and implementing policies,

procedures, methods and schedules for the systematic retention, transfer, and disposal of records; developing methods and systems for identifying records to be preserved because of their permanent value; and scheduling the transferal of non-current records for archival custody.

For the Archivist III and IV levels, at least one year of experience must have been comparable in scope and difficulty to the next lower level in the State service. For Archivist V, a minimum of one year of experience must have been comparable to the next lower level, or a minimum of two years of experience must have been comparable to the second lower level than the position for which the applicant has applied; i.e., a minimum of two years of experience must have been comparable to Archivist III experience, or, a minimum of one year of experience must have been comparable to the IV level in the State service.

Supervisory Experience: Experience which included (1) planning and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult problem areas; (4) timing and scheduling their work; and (5) training and developing new employees. \*For the Archivist IV level, supervisory aptitude rather than actual supervisory experience may be accepted. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Administrative Experience: Experience which involved active participation in and major responsibility for the development, management, execution and coordination of personnel policies, activities and programs. \*\*For Archivist V positions, administrative aptitude rather than actual administrative experience may be accepted. Administrative aptitude will be considered to have been met for this level when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success and regular or special assignments or projects which involve administrative problems (e.g., in planning, organizing, promoting

and directing a program providing staff advice and assistance); interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitution Allowed:

Substitution of Education for Specialized Experience: The following types of education may be substituted for one year of Specialized Experience:

- A. Possession of a master's degree from an accredited college or university with major study in history, political science, or public administration.
- B. A bachelor of law degree from an accredited school of law.
- C. A master's degree or fifth-year certificate or bachelor's degree from an accredited college or university in library science.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Applicants must qualify on the appropriate examination for the class. For non-competitive actions, the examination may be waived.

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

This is an amendment to the minimum qualification specifications for the classes ARCHIVIST I, II, III, IV AND V approved on June 17, 1970, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980.

DATE APPROVED: 7/12/82      /s/ Clement L. Kamalu  
DONALD BOTELHO  
Director of Personnel Services